

PATH Performance Outcomes Quarterly Report & Instructions
Effective January 1, 2005 as DRAFT until Virginia PATH Manual is released

Each PATH site worker should review this document thoroughly and refer back to it as necessary. It is critical that all sites maintain copies of this document for all staff.

Purpose of the PATH Quarterly Report

The PATH Performance Outcomes Quarterly Report is used to evaluate your outcome performance in several key areas; Outreach, Enrollment, Shelter Placement, Housing Referral/Placement, Mainstream services placement, and Mental Health Services Referral/Placement. These outcomes are used to evaluate PATH site performance against expected or targeted outcomes. It is different from the PATH Annual Report which requests information on many other aspects of the PATH site and services to unduplicated PATH Clients.

It is important to remember that the Quarterly Report is designed to capture your activities in the areas noted. Most of these activities are measured by the number of persons, although there are some exceptions, such as Item 3b (which measures placements of persons), Item 4 (which asks the number of applications submitted by persons), and 6a (the number of successful mainstream service connections). Since you will often perform activities or provide services to the same person within multiple quarters, the report is not designed to be a unique count over the course of a year.

The report is formatted in "Sections", (indicated by a shaded title area) which contain question "Items", indicated by number and letter (1, 2a, 3b, etc.) Each "Item" contains a question followed by the relevant categories. Please refer to the report form as needed.

The first section, "Outreach Activities" refers only to the number of persons contacted and the number of contacts made in the quarter.

The second section, "Enrollment", applies only to those persons who became enrolled during the quarter.

The next two sections, "Housing Referral and Placement" and "Other Referral Activities", apply to ALL persons who are Enrolled. This means that you should report activities in these sections that were carried out during the report quarter on behalf of persons who have become Enrolled during this report year or were carried over as enrolled at the beginning of the year. Again, these sections are NOT just for persons Enrolled during the report quarter, but for activities carried out DURING the report quarter for ALL enrolled persons.

The final section, "Concrete Services", HAS BEEN REMOVED.

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Definitions:

ALL Enrolled PATH Clients

The term "All" Enrolled Clients refers to the total group of persons who are actively Enrolled PATH Clients in the program at that point in time. This includes all persons enrolled during the program year to date AND those carried over from the previous year. "Active" refers to your present open caseload of Enrolled Persons.

Enrolled PATH Client or PATH Client

A person is Enrolled when the following criteria have been met:

- 1) the PATH worker determines that there is reason to believe that the person has a serious mental illness,
- 2) the PATH client has agreed to allow the worker assist him/her with accomplishing a task or acquiring a resource, and
- 3) a case file has been started.

Prior to this, they are Non-Enrolled recipients of PATH services.

Graduated PATH Client

An **Enrolled** PATH Client who has, in the estimation of the PATH worker, successfully completed their goals within the PATH program and is no longer requires ongoing PATH services. The specifics of this event differ between sites, but usually should be clearly defined within each site. When this event occurs, the PATH Client's case is usually closed. In order to prevent enrolling a PATH client more than once in a reporting year, it is strongly suggested that the PATH case be re-activated, the PATH services continue to be documented, the case notes reflect this change, and that the client NOT be reported under section B enrollment a second time.

Mainstream Services
(Replacing Referrals)

Mainstream services provides the client with ongoing access to a service or benefit other than housing or mental health services. NOTE: Refer to the PATH Quarterly Reporting Revisions Guidance Document January 2005 if needed.

New (Enrolled Clients only)

An Enrolled Client is "New" when they have never been Enrolled in the PATH program before.

Non-Enrolled or Non-Enrolled Recipient of PATH services

A person believed to be eligible for PATH but not yet Enrolled, who receives PATH outreach services. While Enrolled PATH Clients are also recipients of PATH services, the term Enrolled is used to differentiate them from Non-Enrolled recipients of services.

Old (Enrolled Client only)

There are **two conditions when an Enrolled Client is determined to be "Old"**; the first is when Enrolled PATH Clients are carried over from one fiscal year to the next. All Enrolled PATH Clients in a PATH program on the last day of the fiscal year are considered to be "Old" on the first day of the new fiscal year. The second condition applies when an Enrolled PATH Client self-terminates or otherwise "drops out" of the PATH program and then returns at a later date and becomes Enrolled. When you "carry over" a client to the next year, a new demographic face sheet needs to be completed reflecting the client's status at the current time. Also include a case note in the chart indicating that the worker has had contact with the client in the current year and the client still meets PATH Enrollment Criteria.

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Repeat (Enrolled Client only)

An Enrolled PATH Client is considered to be a "Repeat" when they have previously "Graduated" from the PATH program and have now become Enrolled in the PATH program for another term of services.

Unengaged (Enrolled Clients only)

Unengaged refers to the Enrolled Clients' status at first contact and means that the last Mental Health System service date was six months or more in the past AND that service was other than Emergency only, Detox only, or Short-term Hospitalization (e.g. TDO) only. Mental Health System includes any public or private mental health service provider.

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Itemized Review of Report Items

The following provides a review and discussion of each Section and Item of the Quarterly Report.

FORM Header	
Agency:	Enter your PATH agency name
Quarter #	Enter the number of the quarter for which you are reporting.
Year	Enter the program year for which you are reporting. State Fiscal Year and Quarter explanation: Q1 (7/1-9/30), Q2 (10/1-12/31), Q3 (1/1-3/31), Q4 (4/1-6/30) Examples: Services provided July-September 2004 = FY05 Q1 And services provided January-March 2005 = FY05 Q3
Outreach Activities - This Quarter Only	
1	How many consumers were contacted through Outreach/Referral?
	<p>Enter the number of consumers (persons believed to be eligible for the PATH program) contacted this quarter according to how they were contacted. This number is a measure of your <u>Outreach activity</u>, defined as an <u>unduplicated</u> count of the number of persons outreached during the quarter. Therefore, it may contain duplicate counts of persons who are outreached several times over the course of a year. The categories in this Item are exclusive.</p> <p>The sum of this number at the end of the year does NOT represent an unduplicated count of persons outreached. It only represents a count of the <u>number of Outreach contacts made</u> during the course of the quarter or year. It should, however, represent an unduplicated count of the number of persons outreached during the quarter.</p>
Enrollment - This Quarter Only	
2a	How many consumers were enrolled as PATH Clients this quarter?
2b	How were the PATH Clients in 2a initially contacted?
	<p>Enter the number of persons who have become enrolled in the PATH program during this quarter, regardless of when they were initially contacted. Enrolled PATH Clients entered here are defined as New, Old, or Repeat. (See Definitions:)</p> <p>How were the PATH Clients <u>who were enrolled this quarter</u> and counted in Item 2a initially contacted?</p> <p><u>Outreach</u>: The initial contact was the result of active outreach by PATH staff.</p> <p><u>Drop-in/Referral/Walk-in</u>: The initial contact was the result of an external referral to the PATH program, a drop-in service, or a self-referral.</p> <p><u>Accuracy Check</u>: The total of this Item should be equal to the total of Item 2a</p>

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Enrollment - This Quarter Only		Continued
2c	Of the persons in 2a, how many were Unengaged?	Enter the number of PATH clients enrolled this quarter who were unengaged from the mental health system at first contact. (See "Unengaged" in Definitions:)
2d	What was the housing status at first contact of the persons in 2a?	<p>What was the housing status at first contact of the PATH Clients who became enrolled this quarter?</p> <p>For the purposes of this section, a person who is in an emergency winter shelter is to be considered unsheltered.</p> <p><u>Accuracy Check:</u> The total of this Item should be equal to the total of Item 2a</p>
Housing Referral and Placement - Activities In This Quarter on behalf of ALL Enrolled PATH Clients.		This section refers to the PATH site's housing referral and placement activities conducted <u>during this quarter on behalf of ALL enrolled PATH clients.</u> (See <i>All Enrolled PATH Clients</i> in Definitions:)
3a	How many enrolled PATH Clients were placed in shelter during this quarter?	<p>How many <u>enrolled PATH Clients</u> were placed in shelter this quarter?</p> <p><u>Traditional:</u> common emergency and transitional shelters <u>Non-Traditional:</u> other shelter that is not considered common</p>
3b	Of the clients in 3a, how many Placements occurred this quarter?	<p>How many <u>placements</u> into shelters occurred for enrolled PATH Clients listed in Item 3a during this quarter? (Some clients may be placed more than once in a quarter.)</p> <p><u>Traditional:</u> common emergency and transitional shelters <u>Non-Traditional:</u> other shelter that is not considered common.</p> <p><u>Accuracy Check:</u> The total of this Item should be <u>at least equal to or greater than</u> the total of Item 3a.</p>
4	How many enrolled PATH Clients applied for housing this quarter?	<p>The number of enrolled PATH Clients who submitted applications for housing other than shelter and the <u>count of the applications</u> submitted for housing this quarter. (These are programs with waiting lists such as public housing and section 8, thus not expecting immediate placement)</p> <p><u>Number Applying:</u> The number of enrolled clients that applied for housing other than shelter.</p> <p><u>Number of Applications:</u> The number of applications submitted by the clients who applied for housing.</p> <p><u>Accuracy Check:</u> The number of applications should be <u>at least equal to or greater than</u> the number of clients applying.</p>

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Housing Referral and Placement -		Continued
5a	How many enrolled PATH Clients were referred to/placed in housing this quarter?	The number of enrolled PATH Clients referred for and/or placed in housing other than shelter during this quarter. (Housing resources where it is reasonable to expect that placement could occur soon) <u>Referred to Housing</u> : The number of enrolled clients that were referred for housing other than shelter. <u>Placed in Housing</u> : The number of enrolled clients that were placed in housing other than shelter.
5b	REMOVED	REMOVED – No longer tracking average wait.
Other Referral Activities - Activities In This Quarter on behalf of Enrolled PATH Clients Only		This section refers to the PATH site's other referral and placement activities conducted during this quarter on behalf of ALL enrolled PATH clients only.
6	Number of Enrolled PATH Clients successfully connected to mainstream services	How many enrolled PATH Clients were successfully connected to <i>mainstream services</i> this quarter? <u>Do NOT count Mental Health Services or Housing referrals in this item.</u>
6b	Number of successful connections to mainstream services	How many successful <i>mainstream service connections</i> were made this quarter for enrolled PATH clients? (PATH clients may have been successfully connected to more than one service) NOTE: Refer to the PATH Quarterly Reporting Revisions Guidance Document January 2005 if needed. (Unsuccessful resource referrals are no longer tracked)
7a	How many enrolled PATH Clients were referred for MH Services this quarter?	How many enrolled PATH Clients were <u>referred</u> to MH services this quarter?
7b	How many enrolled PATH Clients were placed in MH Services this quarter?	How many enrolled PATH Clients were <u>placed</u> in MH Services this quarter? You should include all placements, including those who may have been referred in a previous quarter.
Concrete Services – REMOVED		No longer tracking Concrete Services

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